

**Report Date:** 09 May 2014

**Summary Report for Individual Task  
805C-LF5-1201  
Accept Domestic Mail  
Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the Fort Jackson/Soldier Support Institute foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You are assigned as a Postal Finance Clerk in a Military Post Office. You are required to protect the mail, prevent mismanagement of funds, and assist a customer requesting to send an article of domestic mail with access to the following: 1. An article to be mailed. 2. Domestic Mail Manual (DMM). 3. NOTICE 123, RATEFOLD. 4. Department of Defense (DOD) 4525.6-M Postal Manual. 5. Rubber Stamps - First Class, Priority, Pal Stamps, and SAM. 6. USPS Label 11-B (Express Mail Post Office to Addressee). 7. Postage Meter Machine, scale, and a stamp stock or a Point of Sale (POS) and a stamp stock. This task should not be trained in MOPP 4.

**Standard:** Accept and process domestic mail by using the correct forms and endorsements; assess the correct amount of postage and fees, determine if mail is mailable and verify the customer's authorization to use the Military Post Office (MPO) without error.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

| Task Statements |
|-----------------|
|-----------------|

**Cue:** Window clerk accepts a package from a customer who requests that the package be mailed at the domestic mail postage rate.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** All required references, forms and technical manuals will be provided by the local Command.

**Notes:** Remember to recycle waste IAW local guidance

### **Performance Steps**

1. Verify that the customer is an authorized user of the Military Post Office (MPO).

- a. Check customer's military identification card.
- b. Check customer's military dependent identification card.
- c. Check customer's DoD civilian contractor identification card.
- d. Check customer's military retiree identification card.

Note: Clerk must be familiar with the section of the local Status of Forces Agreement (SOFA) that pertains to the mail privileges for retired military personnel.

2. Determine if the article is mailable.

a. Contents.

(1) Ensure the customer completes customs form, PS form 2976 or PS form 2976-A for mail addressed to Army Post Office (APO), Military Post Office (MPO), or Fleet Post Office (APO), weighing over 16 ounces.

(2) Review the customer's customs form for the list of contents and check those contents against the Domestic Mail Manual, DoD Postal Manual 4525.6M, and USPS Publication 52 for mailability.

- (a) Verify that the customer has signed and dated the customs form.
- (b) Verify that the customer has checked one of the following blocks: gift, merchandise, or fragile.
- (c) Detach and retain white portion of USPS Form 2976 in post office records for 30 days after mailing.
- (d) Detach and retain the fourth copy of USPS Form 2976-A in post office records for 30 days after mailing.

(e) Enclose the three remaining pages of the USPS Form 2976-A into USPS Envelope 2976-E, and attach on the outside of the article.

b. Size and weight.

(1) Express Mail.

- (a) Maximum weight of 70 pounds.
- (b) Maximum length and girth of 108 inches.

(2) First Class Mail.

- (a) Weighs 13 ounces or less.
- (b) Minimum of 3 1/2 x 5 inches and a maximum of 6 1/8 x 11 1/2 inches.

(3) Priority Mail.

- (a) Articles weighing over 13 ounces and a maximum of 70 pounds.

(b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 108 inches.

(4) Parcel Post Mail.

(a) Maximum weight of 70 pounds.

(b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 130 inches.

(c) Articles with a length and girth combined greater than 108 inches are considered oversized.

(5) Media Mail.

(a) Maximum weight of 70 pounds.

(b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 108 inches.

c. Wrapping and packaging containers are as follows:

(1) Cardboard boxes may be used for easy and average loads up to 10 pounds.

(2) Metal-stayed cardboard boxes may be used for easy and average loads up to 20 pounds.

(3) Solid and corrugated fiberboard boxes may be used according to the specification on the chart in C010.3.3 of the Domestic Mail Manual.

(4) Constructed wood, metal, or plastic boxes may be used for all types of loads.

(5) Container must provide sufficient space and cushioning material for items.

(6) Used containers are acceptable provided all labels have been removed.

d. Proper addressing.

(1) Envelopes must have a return address and to address in order for the item to be accepted for mailing.

(2) Return address must be in the upper left hand corner of the envelope and must contain the mailer's grade; full name, including first name and middle name or initial; unit number; and APO AA, APO AE, or APO AP (depending on the location of the unit).

(3) To address must be centered on the lower right hand side of the article. It must include the person's name, post office box number or street address, and the city, state, and zip code.

3. Process an article of mail using manual methods.

a. Measure and weigh the article of mail to ensure that it meets size and weight standards for domestic mail.

b. Identify the zone for article of mail using the USPS Zone chart.

c. Compute the correct postage for the article of mail using USPS Notice 123.

(1) Articles being sent Priority Mail or Parcel Post, with a destination address of zone 1-4, weighing less than 20 pounds and having a length and girth combined over 84 inches must be charged the 20 pound rate of postage.

(2) Articles being sent Priority Mail or Parcel Post, with a destination of zone 5-8, will be charge postage applicable to the dimensional weight.

(3) Articles being sent Parcel Post Mail and exceeding a length of 34 inches, a height of 17 inches, or a width of 17; a mailing box made of wood; books weighing more than 25 pounds; or a tube, must be charged nonmachinable mailing rates.

(4) All articles, regardless of weight or customer's instructions, having a length and girth combined greater than 108 inches, but not exceeding a length and girth combined of 130 inches, must be sent Parcel Post Mail and charged the oversize rate of postage.

d. Cancel postage stamps on the package using the appropriate cancelling device.

4. Process an article of mail using an Point of Sale (POS).

a. Measure and weigh package to ensure that package meets size and weight standards for domestic mail.

b. Press the class of mail key that corresponds to the customer's mailing instructions.

(1) Express Mail.

(2) First Class Mail.

(3) Priority Mail.

(4) Parcel Post Mail.

(5) Media Mail.

c. Input the destination zip code for the article. The POS will automatically select the correct zone and calculate the postage.

(1) Articles being sent Priority Mail and Parcel Post Mail, with a destination address of zone 1-4, weighing less than 20 pounds and having a length and girth combined over 84 inches, must be charged the 20 pound rate of postage. Charge the 20 pound rate by pressing the oversize surcharge key and selecting option number 2.

(2) Articles being sent Priority Mail or Parcel Post, with a destination of zone 5-8, will be charge postage applicable to the dimensional weight.

(3) Articles being sent Parcel Post Mail and exceeding a length of 34 inches, a height of 17 inches, or a width of 17 inches; a mailing box made of wood; books weighing more than 25 pounds; or a tube, must be charged an additional nonmachineable mailing surcharge. Charge the nonmachineable surcharge by pressing the oversize surcharge key and selecting option number 4.

(4) Regardless of weight or customer's instructions, articles that have a length and girth combined greater than 108 inches, but not exceeding a length and girth combined of 130 inches, must be sent Parcel Post Mail and charged the oversize rate of postage. Charge the oversize rate of postage by pressing the oversize surcharge key and selecting option number 3.

d. Affix correct postage on the article to be mailed.

(1) Postage Stamps.

(a) Customers can purchase individual postage stamps at the established mailing fee.

(b) Affix the postage stamps in the upper right hand corner of the address side of the article and cancel them with the hand cancelling rubber stamp.

(2) Postage Validation Imprinter (PVI) Postage Meter Tape.

(a) Print a PVI postage meter tape by pressing the PO/METER key and the correct postage meter tape will print automatically.

(b) Affix the PVI postage meter tape on the upper right hand corner of the address side of the article.

(c) PVI meter tapes are not required to be cancelled.

(3) Postage Meter Machine Postage Meter Tape.

(a) Print a Postage Meter Machine postage meter tape by adjusting the dollar amount levers on the postage meter head to the desired postage and press the print lever on the postage meter base.

(b) Affix the Postage Meter Machine postage meter tape on the upper right hand corner of the address side of the article.

(c) Postage Meter Machine postage meter tapes are not required to be cancelled.

5. Endorse the article of mail using the correct class rubber stamp(s) or label(s).

a. Express Mail.

(1) Customer must fill out a Post Office (PO) to Addressee Express mail label. The clerk must then enter the amount of postage owed in the postage and total blocks of the label. The clerk then places the label on the article, gives the customer the second copy of the 11-B and forwards the third copy to the appropriate Express Mail Data Collection Office.

(2) Clerk must then place Label 86 - Military Express Mail Service on the article.

b. First Class Mail. Endorsement must be centered to the right of the return address and above the mailing address.

c. Priority Mail.

(1) Endorsement must be centered to the right of the return address and above the mailing address.

(2) Clerk can stamp the endorsement for Priority Mail by using the hand stamp or the Label 107 Priority Mail sticker.

d. Parcel Post Mail endorsements must be centered to the right of the return address and above the mailing address.

e. Media Mail endorsements must be centered to the right of the return address and above the mailing address.

6. Collect the amount of money required for postage from the customer.

a. If necessary, give customer correct amount of change.

b. Give customer a receipt for the transaction.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** Setup: Test this task in conjunction with other postal tasks. Ensure that all necessary postal supplies and equipment are available. Brief Soldier: Tell the Soldier to Accept Domestic Mail.

| PERFORMANCE MEASURES   | GO | NO-GO | N/A |
|--|----|-------|-----|
| 1. Verified that the customer is an authorized user of the Military Post Office (MPO). |    |       |     |
| 2. Determined if the article is mailable.  |    |       |     |
| 3. Processed an article of mail using manual methods.                                  |    |       |     |
| 4. Processed an article of mail using an Point of Sale (POS).                          |    |       |     |
| 5. Endorsed the article of mail using the correct class rubber stamp(s) or label(s).   |    |       |     |
| 6. Collected the amount of money required for postage from the customer.               |    |       |     |

**Supporting Reference(s):**

| Step Number | Reference ID             | Reference Name                                | Required | Primary |
|-------------|--------------------------|---|----------|---------|
| 1.          | DOD 4525.6-M             | DoD Postal Manual                             | Yes      | No      |
| 2.          | DMM                      | Domestic Mail Manual                          | Yes      | No      |
| 2.          | DOD 4525.6-M             | DoD Postal Manual                             | Yes      | No      |
| 2.          | USPS ENVELOPE 2976-E     | Customs Envelope                              | Yes      | No      |
| 2.          | USPS FORM 2976           | Customs--CN 22 (Old C1) Sender's Declaration  | Yes      | No      |
| 2.          | USPS FORM 2976-A         | Customs Declarations and Dispatch Note        | Yes      | No      |
| 3.          | DMM                      | Domestic Mail Manual                          | Yes      | No      |
| 3.          | DOD 4525.6-M             | DoD Postal Manual                             | Yes      | No      |
| 3.          | USPS NOT123              | Ratefold                                      | Yes      | No      |
| 3.          | USPS OFFICIAL ZONE CHART | USPS Official Zone Chart                      | Yes      | No      |
| 4.          | DMM                      | Domestic Mail Manual                          | Yes      | No      |
| 4.          | DOD 4525.6-M             | DoD Postal Manual                             | Yes      | No      |
| 5.          | DMM                      | Domestic Mail Manual                          | Yes      | No      |
| 5.          | DOD 4525.6-M             | DoD Postal Manual                             | Yes      | No      |
| 5.          | USPS LAB107              | Priority Mail Sticker                         | Yes      | No      |
| 5.          | USPS LAB11B              | Express Mail Post Office to Addressee Service | Yes      | No      |
| 5.          | USPS OFFICIAL ZONE CHART | USPS Official Zone Chart                      | Yes      | No      |
| 6.          | DMM                      | Domestic Mail Manual                          | Yes      | No      |
| 6.          | DOD 4525.6-M             | DoD Postal Manual                             | Yes      | No      |

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

**Prerequisite Individual Tasks :**

| Task Number   | Title                   | Proponent                            | Status   |
|---------------|-------------------------|--------------------------------------|----------|
| 805C-LF5-1201 | Accept Domestic Mail    | 805C - Adjutant General (Individual) | Obsolete |
| 805C-LF5-1212 | Maintain Stamp Stock    | 805C - Adjutant General (Individual) | Obsolete |
| 805C-LF5-1555 | Provide Postal Security | 805C - Adjutant General (Individual) | Obsolete |

**Supporting Individual Tasks :**

| Task Number   | Title   | Proponent                            | Status   |
|---------------|---|--------------------------------------|----------|
| 805C-LF5-1212 | Maintain Stamp Stock                            | 805C - Adjutant General (Individual) | Obsolete |
| 805C-LF5-1218 | Process Mail                                    | 805C - Adjutant General (Individual) | Obsolete |
| 805C-LF5-1217 | Conduct Audit of Stamp Stock                    | 805C - Adjutant General (Individual) | Obsolete |
| 805C-LF5-1205 | Accept Domestic Mail Requiring Special Services | 805C - Adjutant General (Individual) | Approved |
| 805C-LF5-1219 | Operate a Postage Meter Machine                 | 805C - Adjutant General (Individual) | Approved |

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

| ICTL Title                 | Personnel Type | MOS Data      |
|----------------------------|----------------|---------------|
| ASI F5 - Postal Operations | Any            | Duty Pos: UJU |